

Introduction to eMARS 3.9



Customer Resource Center

eMARS Training

Phone: 502-564-9641

Toll free: 866-573-4357

email: Finance.crcgroup@ky.gov

<http://crc.ky.gov>

<http://finance.ky.gov/internal/emars/>



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Introduction to eMARS 3.9

1 - Orientation

The newest version of Advantage Financial, eMARS 3.9, will be available upon beginning of business Tuesday, April 17, 2012. Users will notice that the application looks different, but much of the functionality remains the same. In addition, some new functionality has been added to aid users in their daily business processes. This course will focus on how to navigate through the new User Interface (UI), documents and tables.

Learning Objectives

At the conclusion of this session, you will be able to:

- Understand enhancements to the User Interface
- Locate Documents and Tables
- Locate and sort records on Tables
- Navigate and understand the enhancements to documents
- Utilize new navigation techniques

Changes and Improvements

Users will not notice major changes to the eMARS data. Historical document and table records will exist in eMARS 3.9. Basic Navigation is the biggest change along with some new functionality which may be covered in other training courses.

- New color scheme, more contrast
- Larger font
- Collapsible Navigation Bar
- Enhanced Document and Table navigation
- Jump To
- Vendor Transaction History Table

Logging In

Users will access eMARS via the same URL, emars.ky.gov, User ID and password.



The login form is titled "Login" and is set against a light blue background. It contains two input fields: "User ID:" with the text "PZV0008" and "Password:" with a masked password of ten dots. Below these fields are two buttons: a yellow "Login" button and a blue "Reset" button. To the right of the input fields, there is a copyright notice: "Copyright © 2001, 2011 CGI Technologies and Solutions Inc. All Rights Reserved." followed by a statement: "Use of this software is subject to CGI Technologies and Solutions Inc. license agreement." Below that, it says "AMS Advantage® is a registered trademark of CGI Technologies and Solutions Inc" and provides a link: "[Add AMS Advantage to your Favorites](#)".

2 - Basic Navigation

The eMARS Home page may look a little different, but users will find little change in the secondary navigation. Current page codes, document codes, favorites will all remain the same. Workspaces may change some depending on new functionality utilized by functional area.




Primary Navigation

The Primary Navigation bar is always visible and includes useful tools like the *Jump To* feature, *Home* link and *Log Out* button.



Jump To

The *Jump To* feature allows users “jump” or “leaf” to other pages without having to abandon the current document or page. Other notable points include:

- Must know the exact Page Code or use pick list to locate page 
- Context Sensitive - will transition to data on “target” page based upon data on “source” page
 - Example: Fund Table opens to fund present on document
- Leafing history retains last 5 pages
 - *Back* link will navigate to the previous page/leaf
 - Neither data or position within document or page is lost
- Auto-Transition to Budget Lines - in most circumstances, the *Jump To* will transition to the specific budget line on the budget inquiry page provided all required chart of account elements are present

Home

The *Home* link will navigate the user back to the opening home page from within any document or page. Please be aware that the source document or page will no longer be visible after clicking the *Home* link. However, these can be retrieved from *History*.

Personalize

The *Personalize* option provides the ability to organize Favorites.

Accessibility

Advantage Financial contains built-in accessibility features to support the Federal Governments Section 508 requirements.

App Help

The *App Help* link opens a help page where users can locate information regarding all functional areas. Please note this information is not Kentucky specific.

About

The About links provides AMS Advantage Financial Application Version Number. Upon go live Kentucky’s application version number will be 3.9.0.0.

Log Out

The Log Out button will properly log the user out of the application.



Secondary Navigation

The Secondary Navigation panel allows users to navigate to multiple areas of eMARS, including Worklists, Table/Pages, Documents, and Broadcasts.



Message Center

The *Message Center* allows users to reach Worklists for document approval and retrieve printable PDFs (Forms) of documents. Forms are discussed in the Other Features section of this manual.

Search

The *Search* area contains Page Search, Document Catalog and link to infoAdvantage.

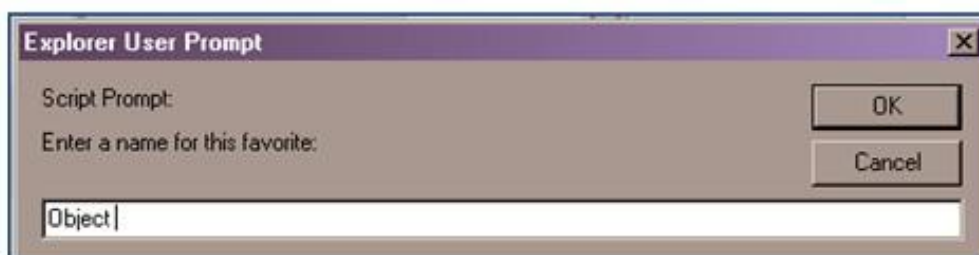
History

The *History* area contains a log of documents and tables/pages opened while working in eMARS.

Favorites

The *Favorites* area allows users to set frequently used tables/pages for easy access. To set a Favorite:

- Open the table/page you want to add.
- Right mouse click on the table/page
- Select *Add to Favorites*
- Name your “favorite”

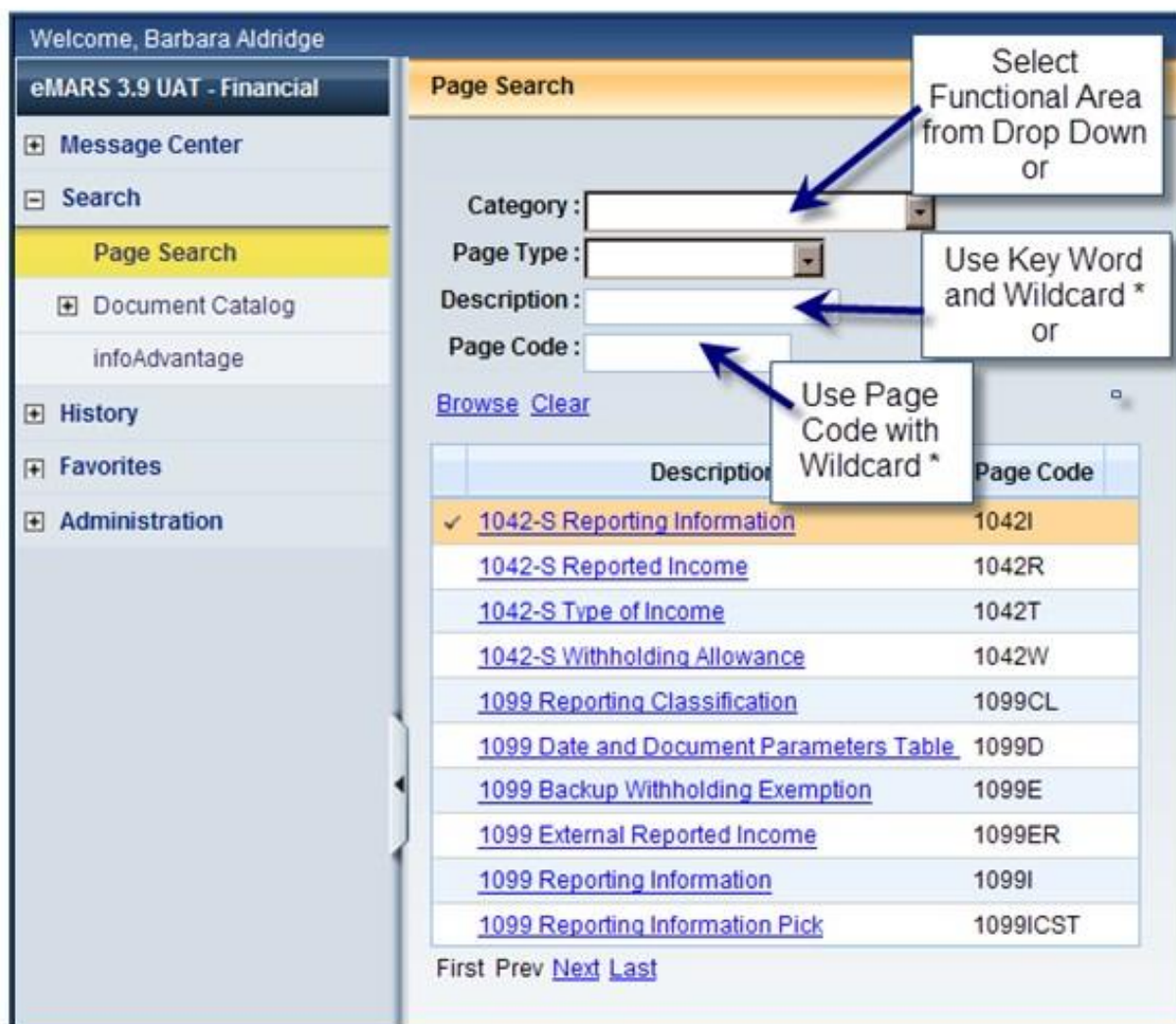


Administration

The Administration area provides the ability to manage your eMARS password. Please note that users will be automatically prompted to change their password every 30 days. Passwords must be between 8-16, alpha-numeric characters, contain at least one lower-case letter and one of the following special characters (period . at sign @ pound sign # dollar sign \$ percent sign % hyphen -).

3 - Table/Page Navigation

Tables/Pages are accessed through the *Page Search* within the *Search* area of *Secondary Navigation*. Users may enter the exact Page Code if known or use the Category and/or Description to search.



Welcome, Barbara Aldridge

eMARS 3.9 UAT - Financial

- Message Center
- Search
- Page Search**
- Document Catalog
- infoAdvantage
- History
- Favorites
- Administration

Page Search

Category:

Page Type:

Description:

Page Code:

[Browse](#) [Clear](#)

Select Functional Area from Drop Down or

Use Key Word and Wildcard * or

Use Page Code with Wildcard *

Description	Page Code
✓ 1042-S Reporting Information	1042I
1042-S Reported Income	1042R
1042-S Type of Income	1042T
1042-S Withholding Allowance	1042W
1099 Reporting Classification	1099CL
1099 Date and Document Parameters Table	1099D
1099 Backup Withholding Exemption	1099E
1099 External Reported Income	1099ER
1099 Reporting Information	1099I
1099 Reporting Information Pick	1099ICST

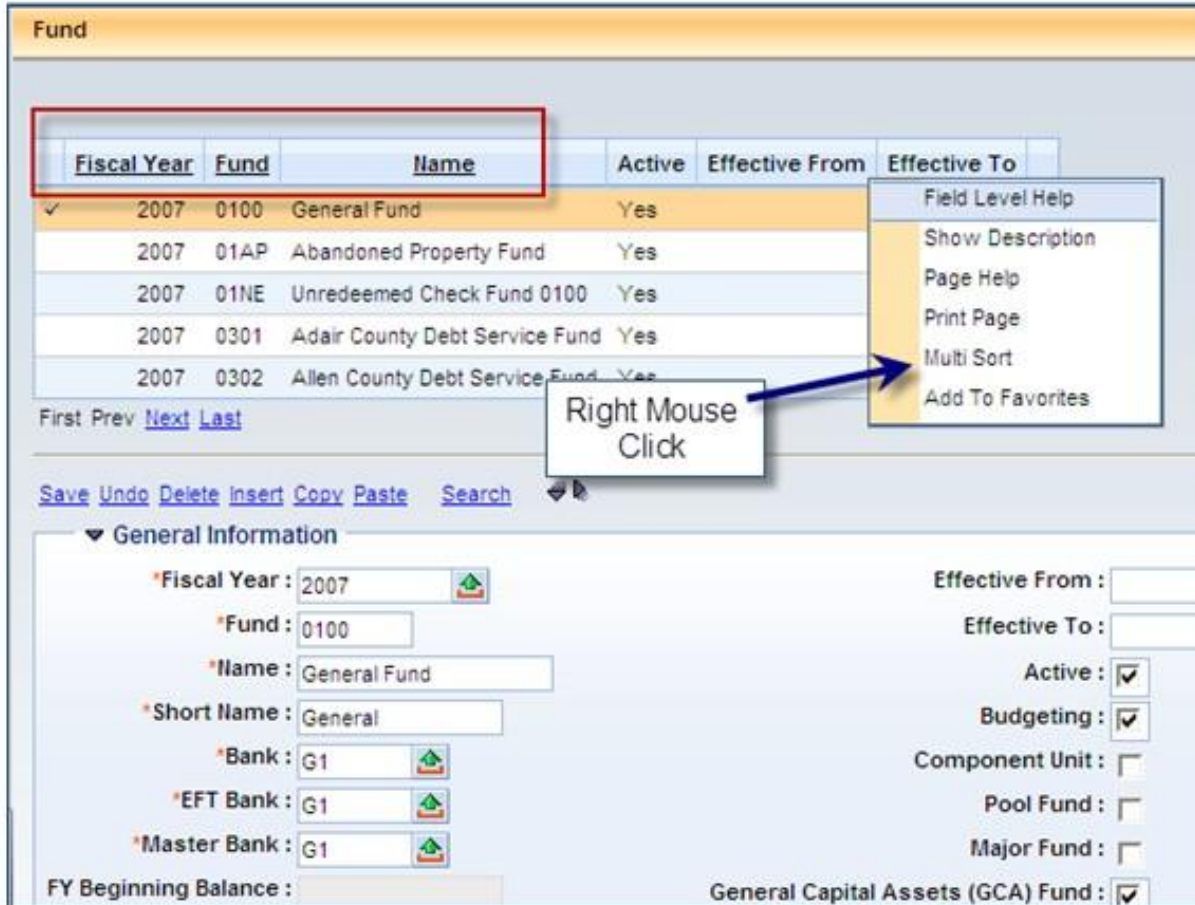
First Prev [Next](#) Last

Multi-Sort

eMARS 3.9 tables have a new multi-sort feature that provides sort options on multiple fields.

Notable points:

- Sortable fields are underlined
- Default sort is in column order
- Right-mouse click to select *Multi-Sort* option



The screenshot shows the 'Fund' table in eMARS 3.9. The table has columns: Fiscal Year, Fund, Name, Active, Effective From, and Effective To. The first three columns are underlined, indicating they are sortable. A right-click context menu is open over the table, showing options: Field Level Help, Show Description, Page Help, Print Page, Multi Sort, and Add To Favorites. A blue arrow points from a text box labeled 'Right Mouse Click' to the 'Multi Sort' option in the menu. Below the table, there are navigation links (First, Prev, Next, Last) and a toolbar with buttons for Save, Undo, Delete, Insert, Copy, Paste, and Search. Below the toolbar is a 'General Information' section with various input fields for Fiscal Year, Fund, Name, Short Name, Bank, EFT Bank, Master Bank, Effective From, Effective To, Active, Budgeting, Component Unit, Pool Fund, Major Fund, and General Capital Assets (GCA) Fund.

The multi-sort selection window appears. Select the new sort order and click Sort



The screenshot shows the 'Multiple Column Sort' dialog box. It has a title bar 'Multiple Column Sort - Windows Internet ...'. Inside, there are three rows of dropdown menus for selecting columns and sort orders. The first row has 'Fund' and 'Ascending'. The second row has 'Fiscal Year' and 'Ascending'. The third row has an empty dropdown and 'Ascending'. A blue arrow points from a text box labeled 'Sort Order' to the 'Ascending' dropdown in the second row. Another blue arrow points from a text box labeled 'Sort' to the 'Sort' button at the bottom left. The dialog box is open in an Internet Explorer window.


Drill Down and Export Functionality

Drill-down options are available on cash and budget inquiry tables. A *Magnifying Glass* is visible where drill-down is present.





Allotment Program

BFY	CAFR Fund Type	Cabinet	Function Group	Function Type	Fund Type	Current Budget	Encumbered	Actual Expenses	Unobligated
✓ 2013	RSTD	39	7580	758H	1300	\$4,129,200.00	\$842,090.63	\$421,941.28	\$2,865,168.09

First Prev Next Last

[Search](#) 

▼ Budget Actuals

<u>Purchase Reservations:</u> \$0.00		<u>Uncommitted:</u> \$2,848,861.69
<u>Pre-Encumbered:</u> \$18,306.40		<u>Unobligated:</u> \$2,865,168.09
<u>Encumbered:</u> \$842,090.63		<u>Unexpended Cash:</u> \$3,708,552.97
<u>Accrued Expenses:</u> \$1,294.25		<u>YTD Unexpended Accrued:</u> \$3,707,258.72
<u>Cash Expenses:</u> \$420,847.03		<u>Unexpended Accrued:</u> \$3,707,258.72
<u>Actual Expenses:</u> \$421,941.28		

► Budgeted Amounts

► General Information

[Top](#)

[Modified Budget Line Controls](#)
[Allotments](#)
[Next Level](#)
[Previous Level](#)

[Allotment Program Summary](#)

When the *Magnifying Glass* is selected, a Detailed Transactions window opens with a listing of documents that makeup the corresponding value. The list is sorted by the most recent document to the oldest document.

Detailed Transaction Listing

Doc Code	Doc Dept	Doc ID	Document Identifier	Encumbered
✓ CT	758	1200000099	CT 758 1200000099	\$62,500.00
PON2	540	1200000404	PON2 540 1200000404	\$12,000.00
DO	540	1200005079	DO 540 1200005079	\$10,000.00
PON2	758	1300000001	PON2 758 1300000001	\$15,000.00
PON2	758	1200000609	PON2 758 1200000609	\$5,000.00
PO2	758	1300000003	PO2 758 1300000003	\$2,000.00

First Prev Next Last [Download](#)

[Search](#)

Doc Code : CT

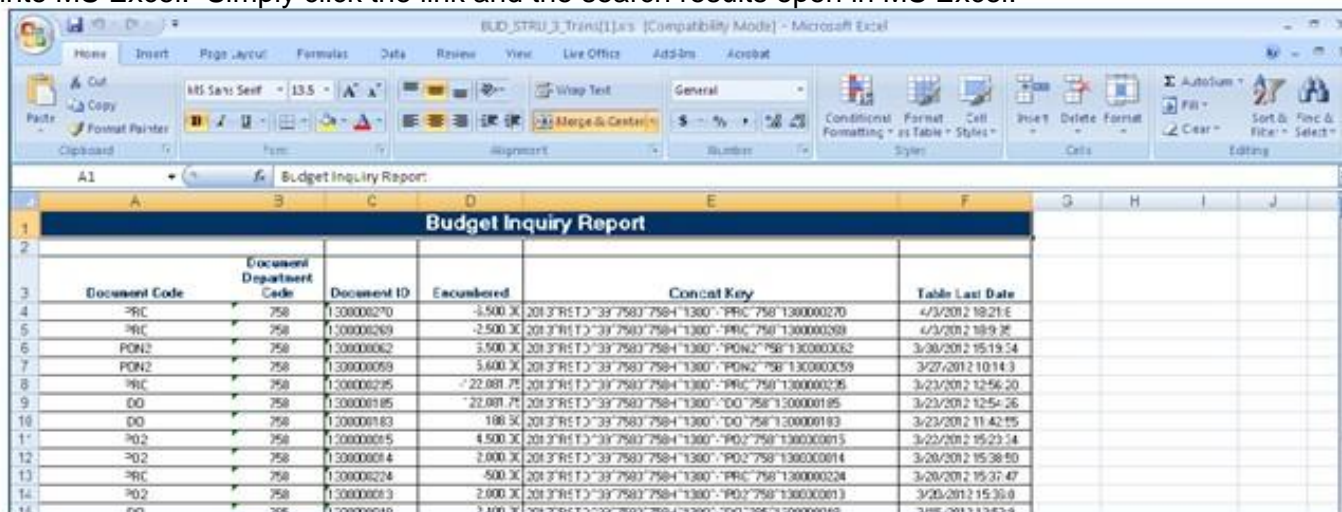
Doc Dept : 758

Doc ID : 1200000099

Encumbered \$62,500.00

OK Cancel

Selected tables/pages have a *Download* link available which exports the drill-down or search results into MS Excel. Simply click the link and the search results open in MS Excel.



Document Code	Document Department Code	Document ID	Encumbered	Concat Key	Table Last Date
PRC	758	1300000270	-3,500.35	2013*PRC*39*758*7584*1300*PRC*758*1300000270	4/3/2012 10:21:11
PRC	758	1300000269	-2,500.35	2013*PRC*39*758*7584*1300*PRC*758*1300000269	4/3/2012 10:19:25
PON2	758	1300000062	3,500.35	2013*PRC*39*758*7584*1300*PON2*758*1300000062	3/28/2012 15:19:54
PON2	758	1300000059	3,600.35	2013*PRC*39*758*7584*1300*PON2*758*1300000059	3/27/2012 10:14:13
PRC	758	1300000235	-22,081.75	2013*PRC*39*758*7584*1300*PRC*758*1300000235	3/23/2012 12:56:20
DO	758	1300000185	-22,081.75	2013*PRC*39*758*7584*1300*DO*758*1300000185	3/23/2012 12:54:26
DO	758	1300000183	100.35	2013*PRC*39*758*7584*1300*DO*758*1300000183	3/23/2012 11:42:15
PO2	758	1300000015	4,500.35	2013*PRC*39*758*7584*1300*PO2*758*1300000015	3/22/2012 15:22:14
PO2	758	1300000014	2,000.35	2013*PRC*39*758*7584*1300*PO2*758*1300000014	3/20/2012 15:38:50
PRC	758	1300000224	500.35	2013*PRC*39*758*7584*1300*PRC*758*1300000224	3/20/2012 15:37:47
PO2	758	1300000013	2,000.35	2013*PRC*39*758*7584*1300*PO2*758*1300000013	3/20/2012 15:35:0
PO	758	1300000048	3,400.35	2013*PRC*39*758*7584*1300*PO*758*1300000048	3/20/2012 15:33:3

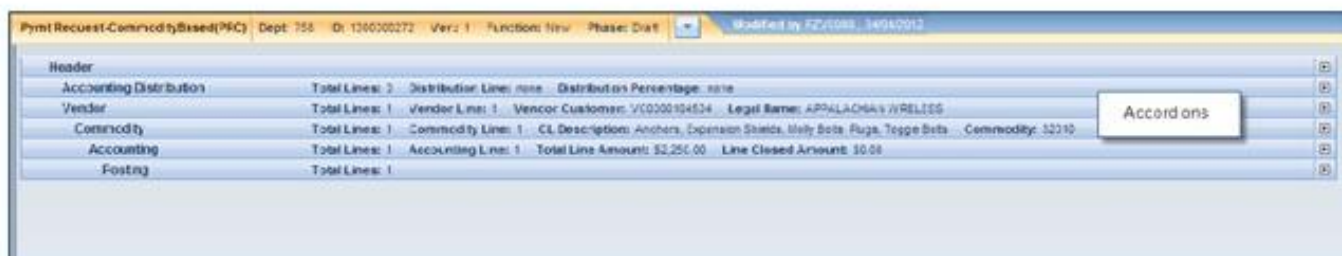
4 - Document Navigation

Documents are located via the Document Catalog. All documents currently existing in eMARS will still be present on the Document Catalog once eMARS 3.9 is available. Document navigation within eMARS 3.9 has been enhanced to give users options and permit a larger work space for document entry.

Accordion View vs. Document Navigator


The standard *Document Navigator* users are accustomed to today will not be visible when the document is opened. The *Accordion View* is the new option for navigation.

All documents will open to the Accordion View. However, the *Document Navigator* is still accessible from within the document itself.



Pymt Request-CommodityBased(PRC) Dept: 758 ID: 1200100272 Ver: 1 Function: New Phase: Draft Modified by: FZ/GORR, 3/4/2012	
Header	
Accounting Distribution	Total Lines: 3 Distribution Lines: none Distribution Percentage: none
Vendor	Total Lines: 1 Vendor Lines: 1 Vendor Customer: V0000104534 Legal Name: APPALACHIAN W/RELIES
Commodity	Total Lines: 1 Commodity Lines: 1 CL Description: Anchors, Expansion Shields, Utility Bots, Pugs, Tespa Bots Commodity: 52210
Accounting	Total Lines: 1 Accounting Lines: 1 Total Line Amount: \$2,250.00 Line Closed Amount: \$0.00
Posting	Total Lines: 1

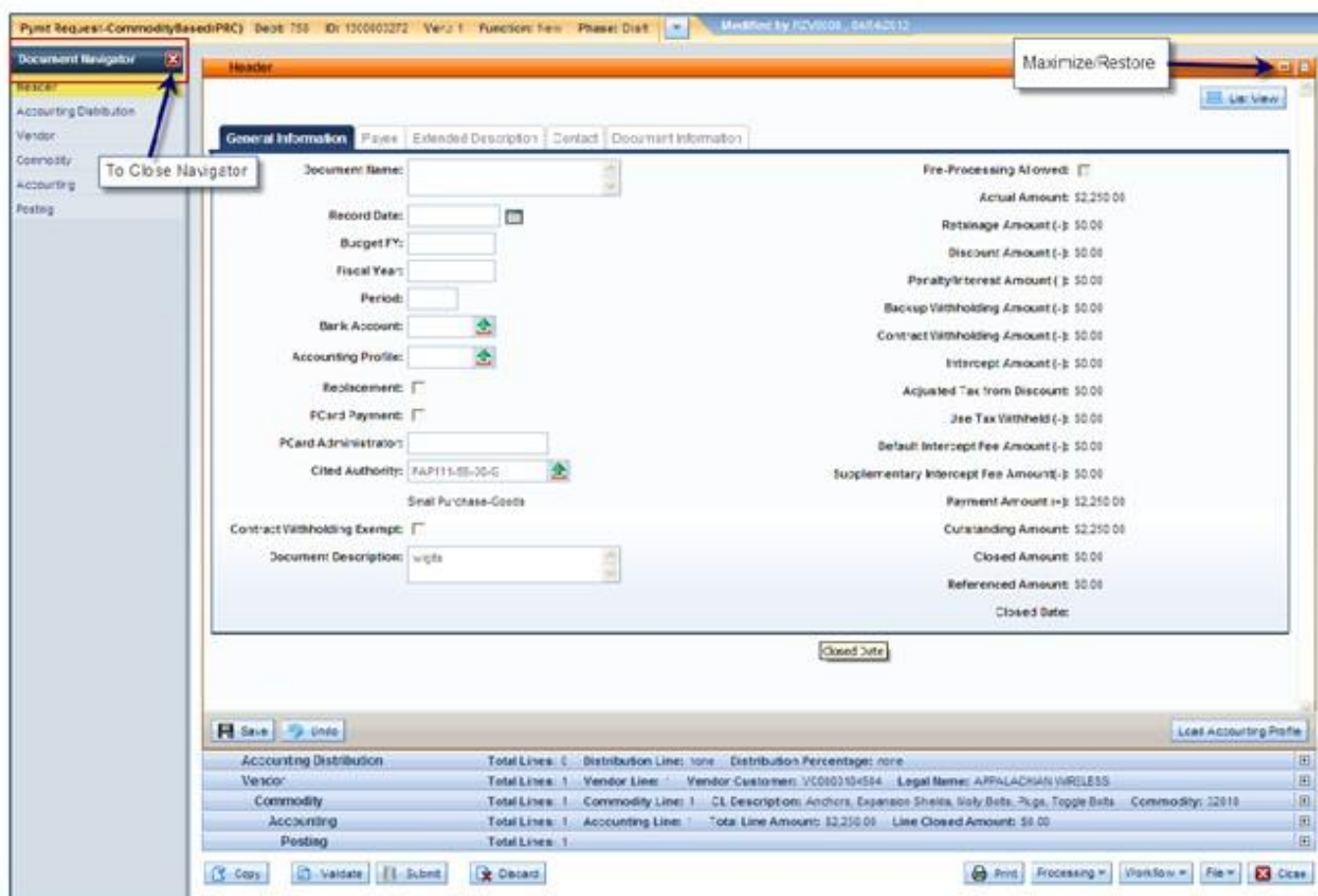
Notable point regarding the Accordion View:

- Accordion (section) is expandable via the  sign
 - Documents will open with the Header expanded
- Accordion provides high level detail regarding the section
- Indentations represent Parent/Child relationship

For users who prefer to navigate using the *Document Navigator*, simply open the navigator using the arrow visible from the far left side of the window.

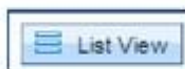


The navigator will open with the same sections as shown via the accordions. Please note that the accordions do not disappear and can still be used for navigation purposes. The Document Navigator can be closed via the red X. The Maximize/Restore icon can be used to maximize each section in order to provide the most work space for data entry.

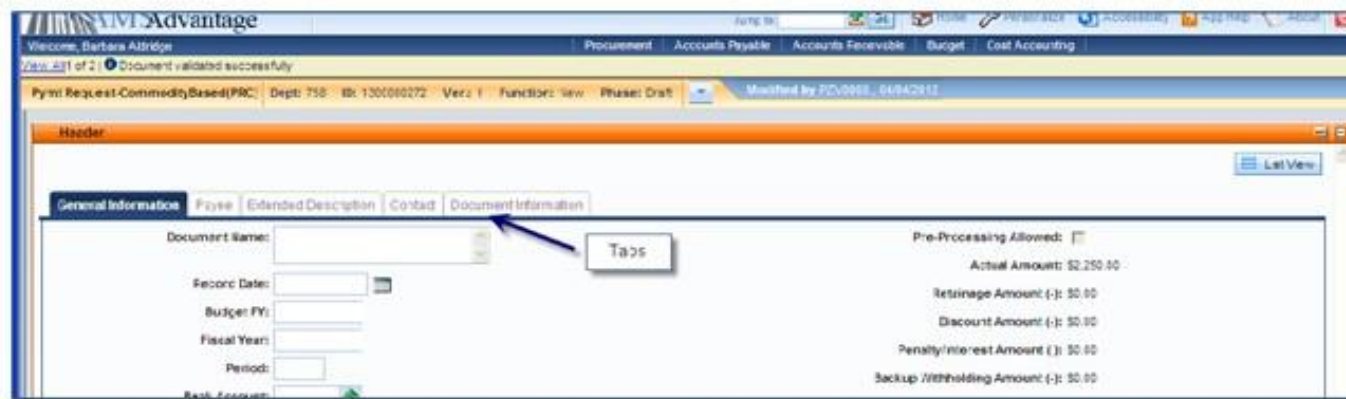


Tab View vs. List View

Another navigational option is to move between document sub-sections using either the *Tab View* or *List View*. Each document will open up using the *Tab View*. Users can open the *List View* by clicking the *List View* button in the top right corner of the documents.



Tab View



Document Name:

Record Date:

Budget FY:

Fiscal Year:

Period:

Bank Account:

Pre-Processing Allowed: ☐

Actual Amount: \$2,250.00

Retainage Amount (-): \$0.00

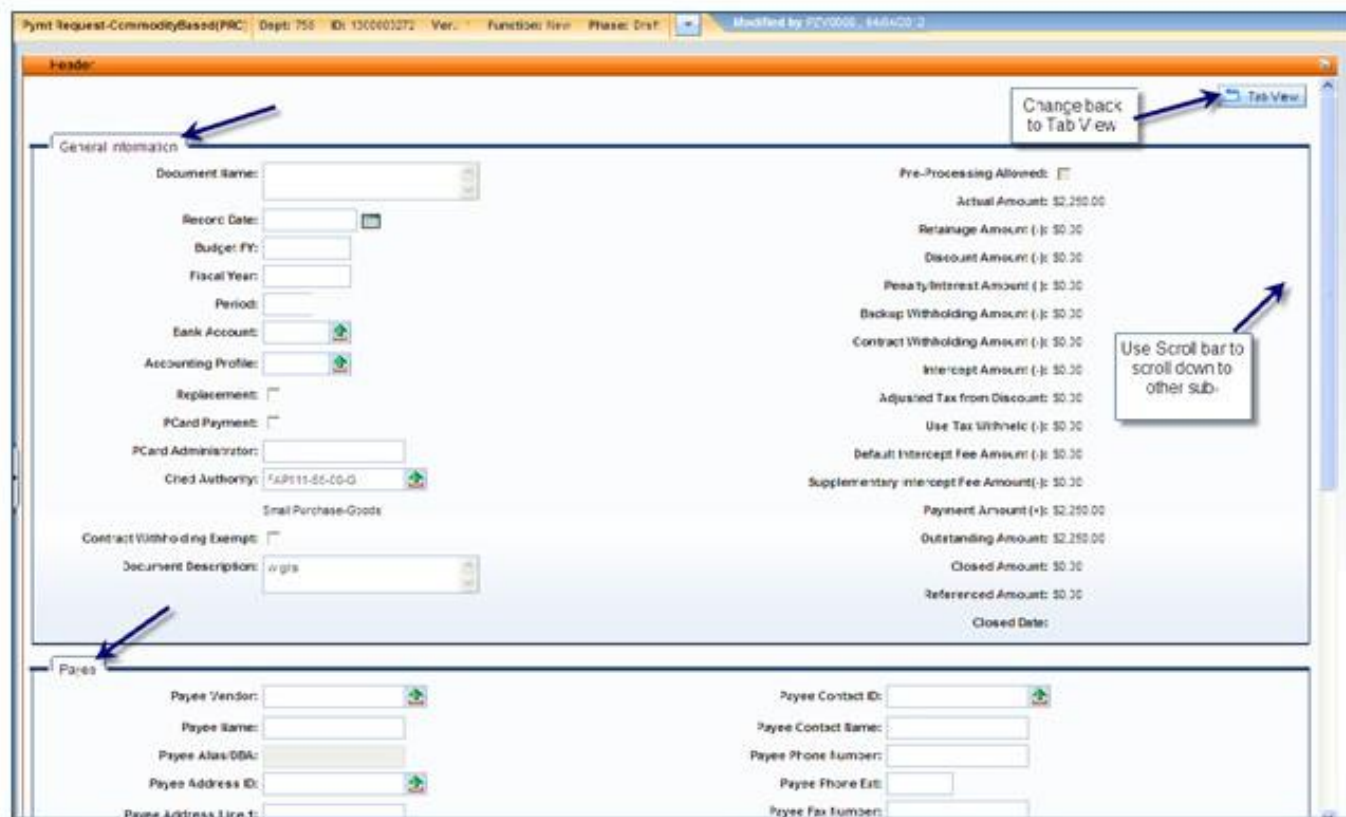
Discount Amount (-): \$0.00

Penalty/Interest Amount (-): \$0.00

Backup/Withholding Amount (-): \$0.00

Tab View

List View



Document Name:

Record Date:

Budget FY:

Fiscal Year:

Period:

Bank Account:

Accounting Profile:

Replacement: ☐

PCard Payment: ☐

PCard Administrator:

Chief Authority:

Contract Withholding Exempt: ☐

Document Description:

Payee Vendor:

Payee Name:

Payee Alias/DBA:

Payee Address ID:

Payee Address Line 1:

Payee Contact ID:

Payee Contact Name:

Payee Phone Number:

Payee Phone Ext:

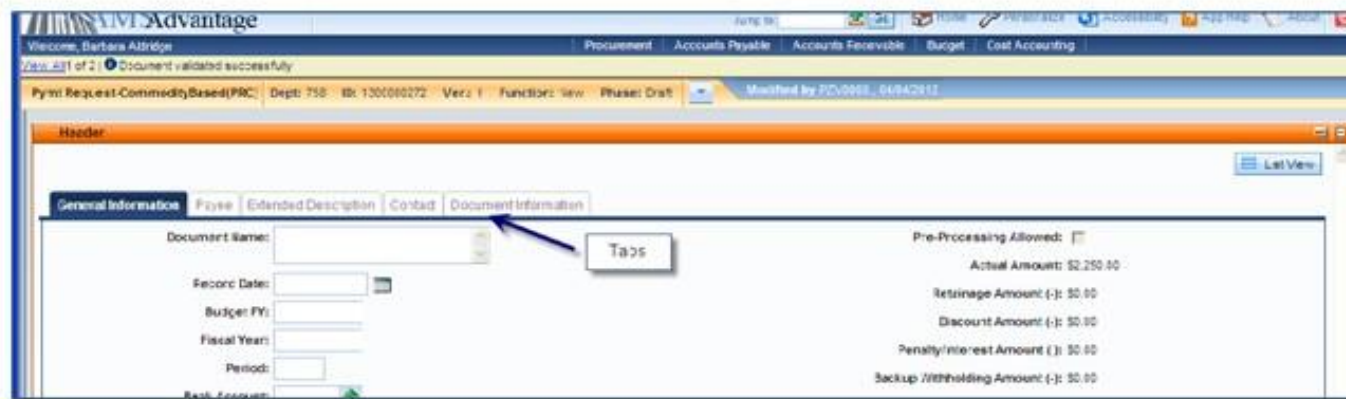
Payee Fax Number:

Change back to Tab View

List View

Use Scroll bar to scroll down to other sub.

Tab View



Document Name:

Record Date:

Budget FY:

Fiscal Year:

Period:

Bank Account:

Pre-Processing Allowed: ☐

Actual Amount: \$2,250.00

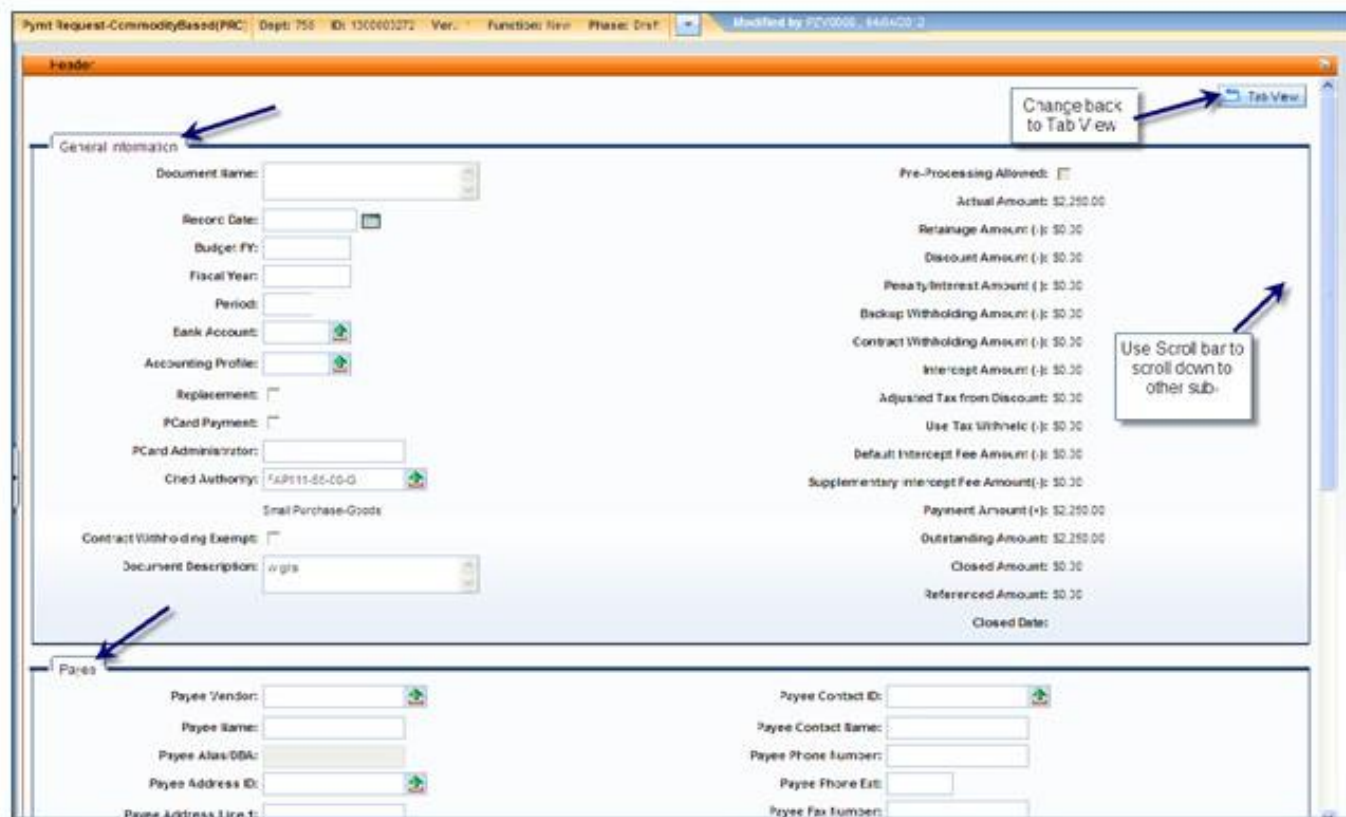
Retainage Amount (-): \$0.00

Discount Amount (-): \$0.00

Penalty/Interest Amount (-): \$0.00

Backup/Withholding Amount (-): \$0.00

List View



Document Name:

Record Date:

Budget FY:

Fiscal Year:

Period:

Bank Account:

Accounting Profile:

Replacement: ☐

PCard Payment: ☐

PCard Administrator:

Chief Authority:

Small Purchase-Goods: ☐

Contract Withholding Exempt: ☐

Document Description:

Pre-Processing Allowed: ☐

Actual Amount: \$2,250.00

Retainage Amount (-): \$0.00

Discount Amount (-): \$0.00

Penalty/Interest Amount (-): \$0.00

Backup/Withholding Amount (-): \$0.00

Contract Withholding Amount (-): \$0.00

Intercept Amount (-): \$0.00

Adjusted Tax from Discount: \$0.00

Use Tax Withheld (-): \$0.00

Default Intercept Fee Amount (-): \$0.00

Supplementary Intercept Fee Amount (-): \$0.00

Payment Amount (+): \$2,250.00

Outstanding Amount: \$2,250.00

Closed Amount: \$0.00

Referenced Amount: \$0.00

Closed Date:

Payee Vendor:

Payee Name:

Payee Alias/DBA:

Payee Address ID:

Payee Address Line 1:

Payee Contact ID:

Payee Contact Name:

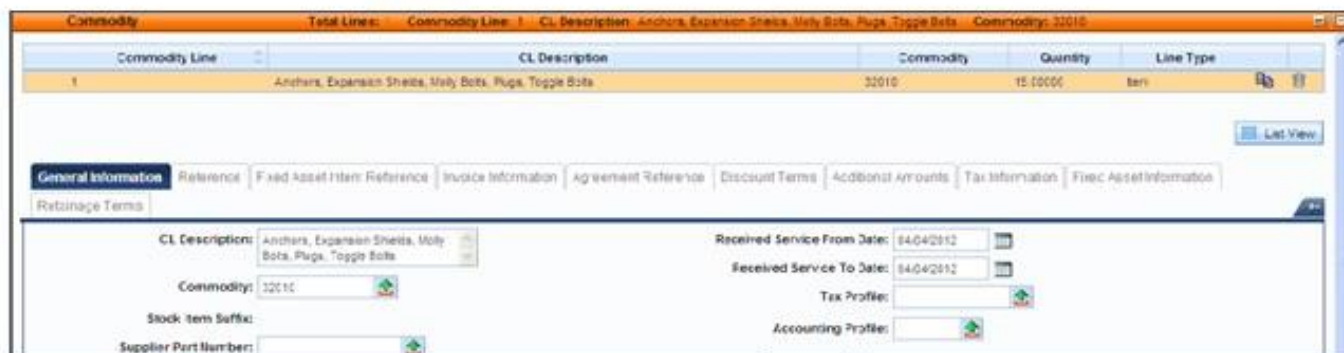
Payee Phone Number:

Payee Phone Ext:

Payee Fax Number:

Details or No Details

Using the *Details* option is another good way to maximize your screen viewing as it only shows one line of information at a time within each section. This option is good for multi-line documents. Use the “push-pin” to open *Details*. Then Use the “eye” to expand the details.

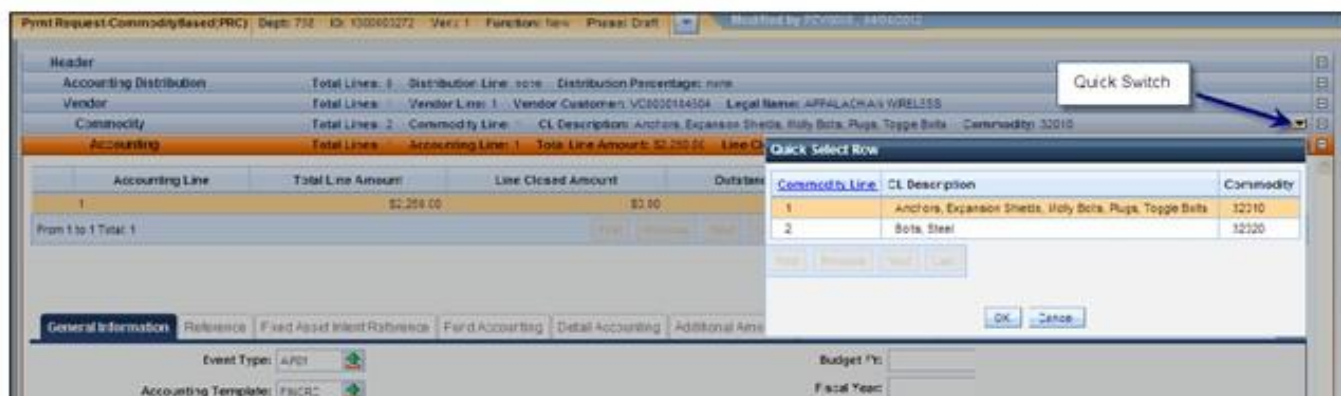
Select the “push-pin” again to view all lines

Other Document Features

eMARS 3.9 offers a variety of new features on the document to aid in document navigation and processing. Some are new and some are just in new locations.

Quick Switch

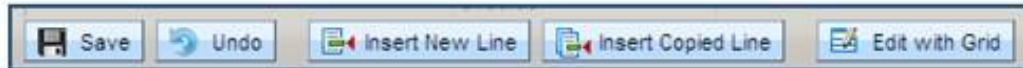
The *Quick Switch* feature allows users to move at the “child” level between “parents”. For example, while within the Accounting section for commodity line 1, the *Quick Switch* feature can be used to switch to commodity line 2 while still within the Accounting section.



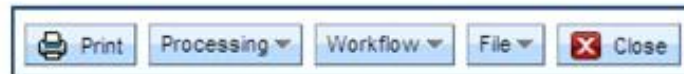
Buttons

Display buttons will vary based on the document status, accordion and the details setting.

Accordion specific buttons include:



Document buttons are always in view and include:



Users will find common functions currently used are now in the form of buttons rather than links and may be in different locations on the document.

Pick Lists

Users will find many more “pick lists” available on documents. “Pick-lists” are represented by a green arrow icon. Clicking on the icon will open up the respective reference table. “Pick-lists” are available throughout each document and now available for every chart of account element.



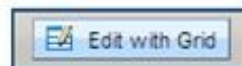
Type Ahead

The Type Ahead feature is available on most fields. It provides letter by letter filtering on selected fields. For instance, when searching for an object code, type in the Object field “E32” and Type Ahead will filter the object table for all entries beginning with “E32”.



Edit With Grid

The Edit With Grid feature provides a “spreadsheet view” from within a particular document section as to provide easy data entry particularly for multi-line documents.



Commodity									Total Lines: 2	Commodity Line: 1	CL Description: Anchors, Expansion Shells, Bats, Pops, Toys, Bats	Commodity: 32210
CL Description	Commodity	Supplier Part Number	Description	Line Type	Quantity	Unit of Measure	Unit Price	Discount Unit Price				
Anchors, Expansion Shells	32210			Item	15.0000	EA	\$150.00	\$150.00				
Bats Steel	32220			Item	5.0000	EA	\$15.00	\$15.00				

Use the Tab key to move from field to field.

Document Errors

Document errors appear at the top of the document once it is validated. The error bar defaults to one line and shows the errors with the highest priority first (Severe, Error, Overridable, Warning, Information).

View All 1 of 3: Object is required.

Pyrm Request-CommodityBased(PRC) Dept: 758 ID: 130000272 Ver.: 1 Function: New Phase: Draft Modified by P2V0008 04/04/2012

Header

Accounting Distribution Total Lines: 0 Distribution Line: none Distribution Percentage: none

The error bar can be expanded by selecting *View All*, but it no longer opens a separate window.

Severity	Component	Line Number	Override	Message	Description
Error	DCC_ACTG	YEND Line 1 CO/III Line 1 ACTG Line 1	---	Object is required	
Warning	PR_DCC_CO/III	YEND Line 1 CO/III Line 2	---	Vendor Invoice added to Vendor Invoice Registry. (A100)	
Warning	PR_DCC_CO/III	YEND Line 1 CO/III Line 3	---	Vendor Invoice added to Vendor Invoice Registry. (A100)	

Selecting the location link will navigate to the problem area of the document.

Accounting Total Lines: 1 Accounting Line: Total Line Amount: \$2,250.00 Line Closed Amount: \$0.00

Accounting Line	Total Line Amount	Line Closed Amount	Outstanding Amount	Interest Ineligible	Payment Type
1	\$2,250.00	\$0.00	\$2,250.00	No	

From 1 to 1 Total: 1

Go to line: Go

List View

General Information Reference Fixed Asset Intent Reference **Fund Accounting** Detail Accounting Additional Amounts Extended Description

Fund: 1300

Department: 758

Unit: 0758

Object:

Sub Object:

Dept Object:

Revenue:

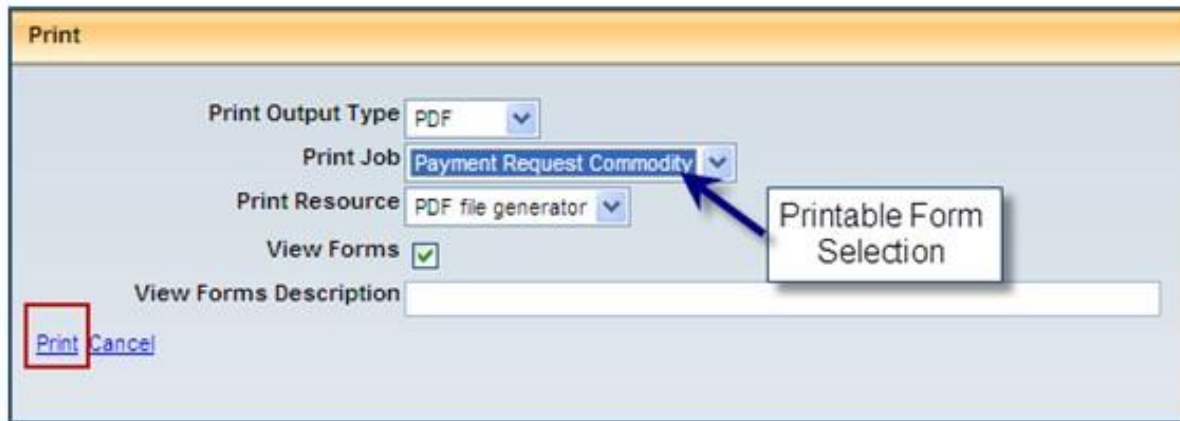
Sub Revenue:

Dept Revenue:

Appr Job:

Printing

The Print button located on each document will generate a PDF within Document Forms provided a print form exists for the document.



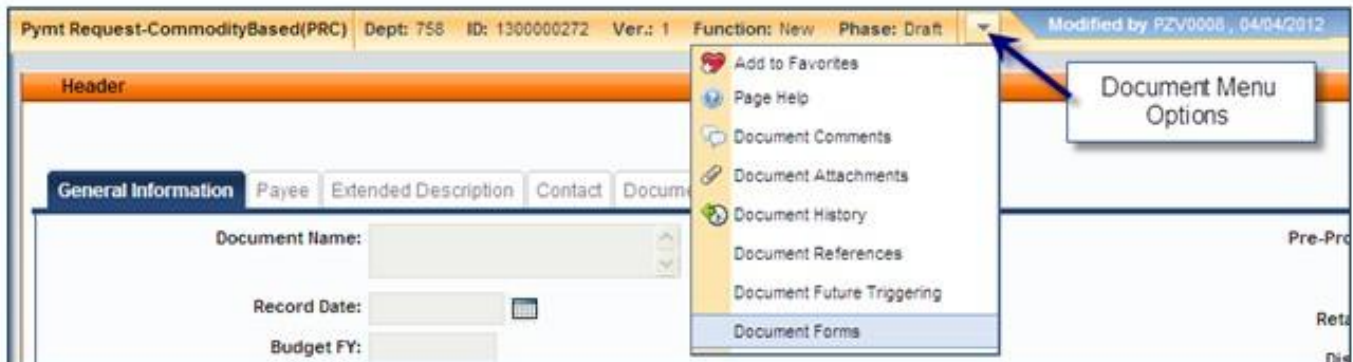
The Print dialog box shows the following settings:

- Print Output Type: PDF
- Print Job: Payment Request Commodity
- Print Resource: PDF file generator
- View Forms: ☒
- View Forms Description:

Buttons: [Print](#) [Cancel](#)

A callout box labeled "Printable Form Selection" points to the "Print Job" dropdown menu.

The PDF is no longer saved as an attachment on the Document Header. Instead, the PDF is found in Document Forms located within the document menu options.



The Document Header shows the following information:

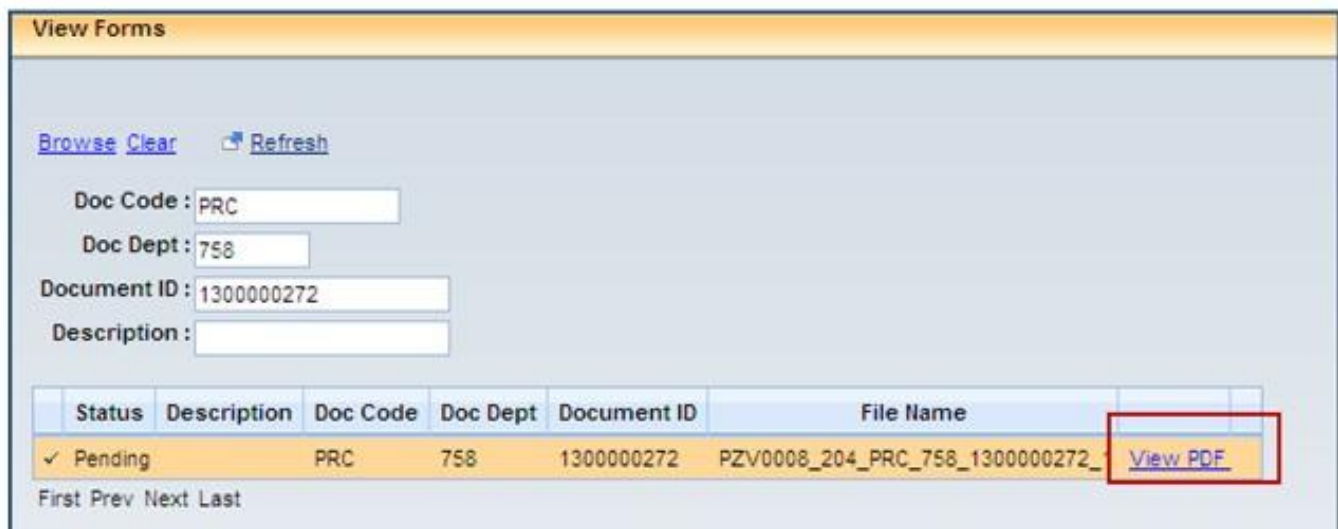
- Pynt Request-CommodityBased(PRC) Dept: 758 ID: 1300000272 Ver.: 1 Function: New Phase: Draft
- Modified by: PZV0008, 04/04/2012

The Document menu is open, showing the following options:

- Add to Favorites
- Page Help
- Document Comments
- Document Attachments
- Document History
- Document References
- Document Future Triggering
- Document Forms

A callout box labeled "Document Menu Options" points to the menu.

Open the PDF by clicking on *View PDF*.



The View Forms screen shows the following information:

- Browse Clear Refresh
- Doc Code: PRC
- Doc Dept: 758
- Document ID: 1300000272
- Description:

Status	Description	Doc Code	Doc Dept	Document ID	File Name	
✓ Pending		PRC	758	1300000272	PZV0008_204_PRC_758_1300000272_	View PDF

First Prev Next Last

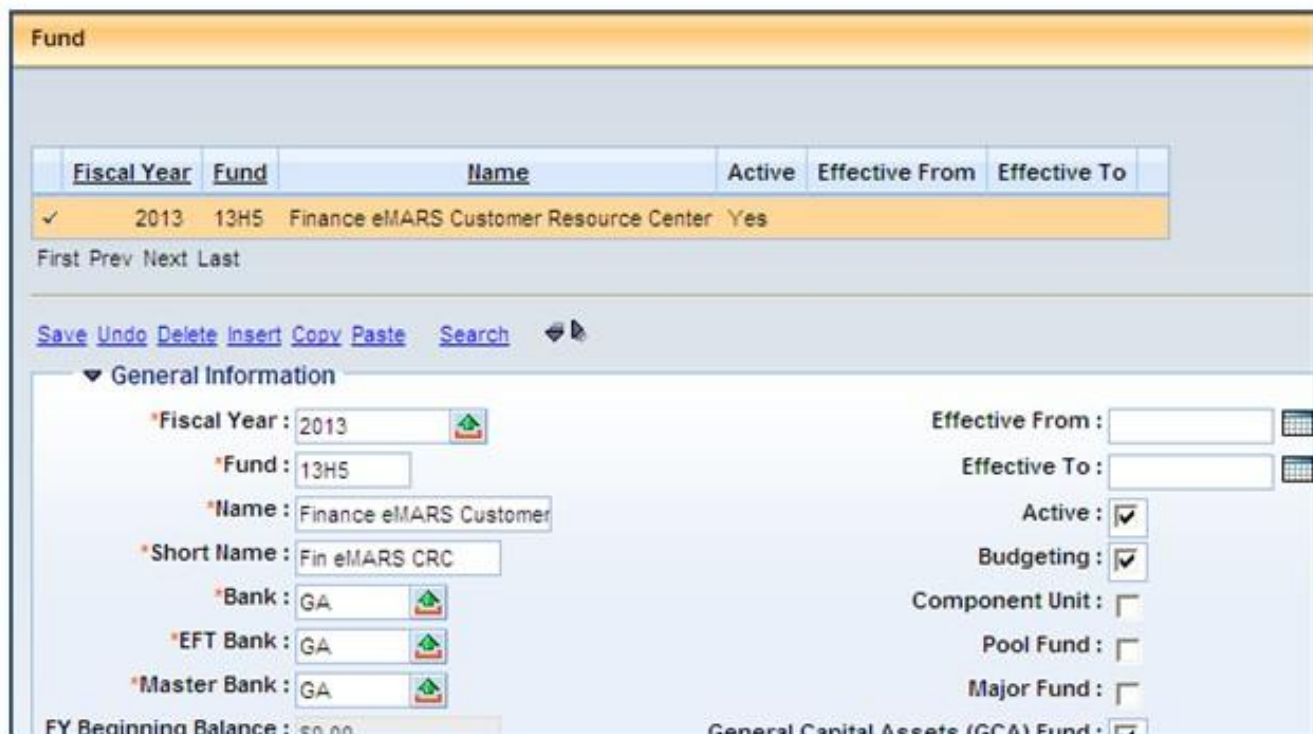
5 - Other Features

Show Description/Show Details

Select Show Description via right mouse click in any field with a populated value. A description of that value will appear.



Select *Show Details* from within the "Description for" box and the related reference table will open to the exact value.



The screenshot shows the 'Fund' details form in the eMARS application. The 'General Information' section is expanded, showing the following fields:

- *Fiscal Year: 2013
- *Fund: 13H5
- *Name: Finance eMARS Customer
- *Short Name: Fin eMARS CRC
- *Bank: GA
- *EFT Bank: GA
- *Master Bank: GA
- FY Beginning Balance: \$0.00
- Effective From: [Empty]
- Effective To: [Empty]
- Active: ☒
- Budgeting: ☒
- Component Unit: ☐
- Pool Fund: ☐
- Major Fund: ☐
- General Capital Assets (GCA) Fund: ☒

Vendor Transaction History

The Vendor Transaction History (VTH) table is a new table in eMARS 3.9 that provides multiple ways to search vendor transactions. Notable points include:

- Multiple searchable fields
 - Narrow search as much as possible
- Links to other useful tables available
- Displays both accrued and cash expenditures
- Document links will open the document provided the user has security
- "Download" link available

Vendor Transaction History [Menu](#) [Back](#)

[Browse](#) [Clear](#)

Vendor/Customer Code:

Address ID:

Vendor Invoice Number:

Bank Account Code:

Record Date:

Budget Fiscal Year:

Accounting Period:

Department:

Unit:

Object:

Document Type:

Document Code:

Event Type:

Check Number:

Check Description:

Fiscal Year:

Fund:

Sub Fund:

Sub Unit:

Sub Object:

[Calculate Total](#)

Record Date	Document	Phase	VL	CL	AL	AL Amount	Referenced Document	Vendor Invoice Number	Bank Account Code	Check Number	Check Description
✓ 1/9/12	PRC 758.1200038379	F	1	1	1	\$300.00	CT 758.1200000151	725133	GA		
1/10/12	AD 758.AD12000071241	F	1	1	1	\$300.00	PRC 758.1200038379	725133	GA	000000016439668	
1/12/12	PRC 040.1200038407	F	1	1	1	\$100.00		131331	GA		
1/19/12	AD 758.AD12000071613	F	1	1	1	\$100.00	PRC 040.1200038407	131331	GA	000000016440153	
2/3/12	PRC 758.1200038438	F	1	2	1	\$50.00		INVOICE1234	GA		
2/3/12	PRC 758.1200038438	F	1	1	1	\$100.00		INVOICE1234	GA		
2/7/12	PRC 758.1200038457	F	1	2	1	(\$40.00)		CORRECTION4464	GA		
2/7/12	PRC 758.1200038456	F	1	1	1	\$200.00	CT 758.1200000151	TEST03030	GA		
2/7/12	PRC 758.1200038457	F	1	1	1	\$40.00	CT 758.1200000151	CORRECTION4464	GA		
2/8/12	AD 758.AD12000071887	F	1	1	1	\$40.00	PRC 758.1200038457	CORRECTION4464	GA	000000016444273	

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[Check Reconciliation](#)
[Paid Checks](#)
[Customer Information](#)
[Lifecycle Inquiry](#)

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Fiscal Year:

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Sub Unit:

Sub Object:

[Calculate Total](#)

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1/10/12	AD 758.AD12000071241	F	1	1	1	\$300.00	PRC 758.1200038379	725133	GA	000000016439668	
1/12/12	PRC 040.1200038407	F	1	1	1	\$100.00		131331	GA		
1/19/12	AD 758.AD12000071613	F	1	1	1	\$100.00	PRC 040.1200038407	131331	GA	000000016440153	
2/3/12	PRC 758.1200038438	F	1	2	1	\$50.00		INVOICE1234	GA		
2/3/12	PRC 758.1200038438	F	1	1	1	\$100.00		INVOICE1234	GA		
2/7/12	PRC 758.1200038457	F	1	2	1	(\$40.00)		CORRECTION4464	GA		
2/7/12	PRC 758.1200038456	F	1	1	1	\$200.00	CT 758.1200000151	TEST03030	GA		
2/7/12	PRC 758.1200038457	F	1	1	1	\$40.00	CT 758.1200000151	CORRECTION4464	GA		
2/8/12	AD 758.AD12000071887	F	1	1	1	\$40.00	PRC 758.1200038457	CORRECTION4464	GA	000000016444273	

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Forms

The Forms area from within the Message Center provides the ability to print a document form without having to open the document. Simply search for the Document ID within the Forms area and the PDF link is provided.



eMARS 3.9 UAT - Financial

Message Center

- Inbox
- Alerts
- Broadcasts
- Worklist
- Forms**
- Search
- History
- Favorites
- Administration

View Forms

[Browse](#) [Clear](#) [Refresh](#)

Doc Code :

Doc Dept :

Document ID :

Description :

Status	Description	Doc Code	Doc Dept	Document ID	File Name	
✓ Pending		PRC	758	1300000272	PZV0008_204_PRC_758_1300000272_	View PDF

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